

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Parks Facilities Supervisor

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| <u>Revision Date:</u> | 12/13 |
| <u>EEO Category:</u> | Service-Maint. |
| <u>Status:</u> | Non-exempt |
| <u>Control No:</u> | 30610 |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Parks Division Head, supervises the maintenance of the city's playground, buildings, and pavilions; responsible for community promotion and special event set-up. Perform risk management inspections and documentation for special events.

III. Essential Duties:

- Coordinate volunteer projects.
- Supervise and train seasonal employees in proper use of parks maintenance equipment.
- Supervise and perform playground maintenance - repair swings, slides, landings, and anything else that might be a safety hazard.
- File and provide corrective action on park and park playground safety reports.
- Supervise and perform parks and recreation building maintenance and repairs including electrical, plumbing and carpentry.
- Supervise and perform remodeling or construction tasks (cement, plumbing, electrical, carpentry).
- Supervise and perform physical set-up and take-down for special events (i.e. booths for Fourth of July, and Carnival)
- Supervise some full-time and seasonal employees.
- Supervise graffiti removal efforts.

IV. Marginal Duties:

- Supervise maintenance and cleaning of the compound area.
- Perform snow removal.
- Prepare for cemetery burial services.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires High School diploma or equivalent; one year of training in building construction and maintenance or related field;

Experience: Requires three years closely related work experience, which includes progressively increasing responsibilities and supervisory experience.

License/Certification: Must possess a valid Utah Driver's License; must possess a Utah Commercial Driver's License (CDL- class A) within six months of hire; must have CPR and flagging certifications.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Principles of management, supervision and planning; tools, equipment and materials used in maintenance and construction of irrigation systems and facilities; OSHA and other federal and state safety requirements; construction trades; carpentry, electrical, cement, roofing, and plumbing; proper English usage, spelling, vocabulary, computer equipment and software.

Responsibility for: Responsible for some full-time and seasonal employees; great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; great responsibility for making decisions affecting the activities of people including responsibility for worker motivation and satisfaction.

Communication Skills: Work and communicate effectively verbally and in writing, contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgment to avoid friction; frequent contacts involving the carrying out of programs and schedules; outside contact with the public; regular and frequent contact with persons of high rank, requiring tact and judgment.

Tool, Machine, Equipment Operation: Regular use of a backhoe and both light and heavy trucks; occasional use of a computer, fax machine, calculator and copy machine.

Analytical Ability: Organize, delegate, and establish meaningful goals; establish and maintain effective working relationships with employees and the public; report preparation and minor budget data preparation.

VI. Working Conditions:

Physical Demands: Requires frequent walking, bending, kneeling and lifting (up to 50 lbs.); job requires great mental effort and mental pressure and fatigue during an average work day; frequent stress from managing multiple priorities and interpersonal conflicts.

Work Environment: Extensive field work in parks and cemetery (75% of work is performed outside); frequent exposure to heat and cold, and to wet/humid conditions; constant exposure to excessive noise and/or vibration; work assignments are broad and performed with little supervision or checking, refer work to supervisor only when policy or priority questions arise; moderate exposure to evening, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____